LINCOLN SEYRAM FOLI-WASHINGTON (MR.)

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PROFILE

I am a determined and unrelenting individual, with a background in International Relations and Diplomacy and Computer Science, with a working knowledge of computer programming, Microsoft Office Suite, administration, and management. I aspire to develop my International Relations, ICT, Management, and Administrative skills to aid in the achievement and sustenance of organizational goals and objectives.

PERSONAL ATTRIBUTES AND COMPETENCIES

- Proficient in Microsoft Office Suite (Word, PowerPoint, Outlook, Excel)
- Willingness to learn and adapt to change
- Timely in work delivery
- Dependable
- High Personal Integrity
- Capable of working without close supervision
- Highly Adaptable
- Perseverant
- Proficient typist
- Self-motivated
- Empathetic
- Result-oriented
- Honest
- Quick Study
- Punctual and Courteous
- Observant and Analytical

EDUCATION

- Ghana Institute of Management and Public Administration (2024)

  MA. International Relations and Diplomacy

- University of Ghana (2022)

  BSc. Computer Science

- Accra Academy (2018)

  Business

CERTIFICATION

- Great Learning (February 2025)

  Leadership and Management

WORK EXPERIENCE

Library/Lab Manager: 2016 – 2018

Accra Academy

   DUTIES

- I was tasked with managing the use of computers with the Peter Ala Adjetey Hall Computer Lab and ensuring the proper functioning of computers within the laboratory.
- I was tasked with taking record of books borrowed by students from the Peter Ala Adjetey Hall Library, to ensure that all books within the library are properly accounted for.

Script Checker: 2019

West African Examinations Council

   DUTIES

- I was tasked with combing through scripts of students who had written the West African Senior School Certificate Examinations looking for errors in the marking of scripts and collating marks allotted to the scripts and submitting the checked scripts to supervisors for further processing.

3D Creator (Freelance): October 2022 – December 2023

Remote

   DUTIES

- Private individuals and contractors employed me to create and animate 3D models for activities which include final year project work and advertisement to promote businesses.

ICT Assistant (National Service Personnel): November 2022 - October 2023,

ICT Assistant (National Service Extension): October 2023 - February 2024,

College of Humanities Secretariat, University of Ghana, Legon

DUTIES

- General HR and Administration duties such as vetting application forms pertaining to the appointment of Lecturers, Senior Lecturers, Professors, Visiting Scholars, etc.
- Data analysis, data entry, and technical work pertaining to the repair and maintenance of computers and other technological equipment.

INNOVATIONS

- I designed an Excel Visual Basic Form for the University of Ghana College of Humanities Secretariat, to enter data and automatically deposit the data into an Excel database and perform the necessary calculations, to be used in storing the data needed for the Provost Awards Ceremony.
- I designed a Search Form in Excel for the University of Ghana College of Humanities Secretariat, to make it easier to search for items listed in a Journals database using various criteria in the list.
- I created a Google form to be accessed via QR Code to increase the work pace during the collection of Student ID cards at the University of Ghana Business School in March 2023.
- I designed a Mail merge system for the College of Humanities Secretariat to enhance the creation and dispatch of mail outside the Secretariat.
- I designed an Excel form to collate data to be used for the Annual Provost Awards for the College of Humanities Secretariat. The Excel form was designed to be reusable as it was used for two consecutive years during the Annual Provost Awards.
- I built 2 reusable websites for the Academic Affairs Office of the College of Humanities to be used in the collection of ID cards by students to search for the availability of their students' ID cards. (The idea was adopted by the University and implemented across the various schools of the University.)

ICT Assistant (Freelance): March 2024 – October 2024,

College of Humanities Secretariat, University of Ghana, Legon

DUTIES

- I provided technical assistance in the facilitation of a workshop for the creation of a Management Information System to promote the digitalization of the Secretariat's mail receipt, processing, and dispatch system.
- I facilitated a workshop on the Mail merge system I created for the college to enhance the creation and dispatch of mail outside the Secretariat.

- I facilitated the reuse of the Annual Provost Awards Excel form for the 2024 Provost Awards data collation.

RESEARCH EXPERIENCE

- **Measuring Learning Outcomes in a Virtual Reality Environment and a Classroom Environment**
  University of Ghana (2022)
  Supervisor: Prof. Isaac Wiafe
  Concluded that Virtual Reality Learning was just as useful as In-person learning in imparting knowledge into students and could be considered as an alternative in future.

ICT SKILLS

- **Programming**: HTML, CSS, JavaScript, Python, MySQL, Visual Basic (Excel)
- **Applications**: Microsoft Office Suite, Visual Studio Code, PyCharm, Blender
- **Proficient Typist**
- **Computer Systems Software Repair**

INTERESTS AND HOBBIES

- 3D Design
- Graphic Design
- Researching philosophical topics
- Watching Movies, Documentaries
- Studying African and World History
- Geopolitics

REFERENCES

- **Mr. Elisha Kyirem**, Assistant Registrar/Human Resource Officer
  College of Humanities
  University of Ghana
  P.O. Box 1173, Legon
  Phone: +233240580044
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- **Mrs. Beatrice Efua Awotwi-Pratt**, Assistant Registrar
  College of Humanities
  University of Ghana
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- **Mr. Emil Elikem Amenuvor**, Chief Internal Auditor
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